



JUN 20 P2:27

**STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE**

PROCUREMENT OFFICE
STATE OF HAWAII

1. TO: Chief Procurement Officer
2. FROM: James Nakatani, Deputy to the Chairperson, Dept. of Ag
Department/Division/Agency

Pursuant to HRS §103D-306 and HAR Chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

3. Description of goods, services, or construction:

The service is a booth space at the Hawaii Food Industry Association 2011 Annual Business Meeting and Convention where "Buy Local, It Matters" (BLIM) call-to-action campaign and the "Hawaii Seals of Quality Program" (SOQ) branding program were promoted via brochures, seasonality charts, shopping bags, and bumper stickers that were distributed. Included in the services provided to increase awareness of the BLIM and SOQ campaigns was promotion in the industry magazine convention issue.

4. Vendor Name: Hawaii Food Industry Association (HFIA)

Address: 1050 Bishop Street
Honolulu, Hawaii 96813

5. Price:

\$3,000.00

6. Term of Contract:
(mm/dd/yyyy)

From: June 10, 2011

To: June 12, 2011

7. Prior Sole Source Ref No.

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: The HFIA represents the retail food and beverage industry in Hawaii representing over 150 companies; their annual convention and business meeting attracts over 200 decision makers that service the consumers' retail needs. The event is the most important business meeting for the organization and presents a unique opportunity to showcase locally made products for the retail food and beverage industry.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

The Department of Agriculture recognizes the significance of the 2011 Annual Meeting and Convention where new leadership is being introduced; the previous Executive Director retired after 40 years of service as the leader of the HFIA; the opportunity to promote/introduce the BLIM and SOQ campaigns to the new leadership was essential to gain support of the programs at a venue where a majority of their membership would be present.

REQUEST FOR SOLE SOURCE (Cont.)

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because: they do not represent the retail food and beverage industry.

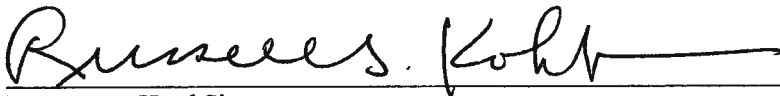
12. Direct any inquiries to:
Department: of Agriculture
Contact Name/Title: James Nakatani, Deputy to the Chairperson

13 Phone Number:
973-9553
Fax Number:
973-9613

Expenditure may be processed with a purchase order/pCard: ☒ Yes ☐ No
If no, a contract must be executed and funds certified.

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

14. *I certify that the information provided above is to the best of my knowledge, true, correct and that the goods, services, or construction are available through only one source.*



Department Head Signature

6/14/11

Date

Reserved for CPO Use Only

15 Date Notice Posted: 6/21/11

Submit written objections to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
State Procurement Office
P.O. Box 119
Honolulu, Hawaii 96810-0119

16. Chief Procurement Officer's comments:

Request is returned with no action required as department has determined that this sole source is compliant with HAR section 3-122-81, No. 1. Department is reminded that this is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply and award is required to be posted on the Awards Reporting System.

As a reminder, individual(s) participating in procurement activities are required to be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, *Statewide Procurement Training*, as appropriate. Procurement requests submitted to the SPO listing departmental personnel without written delegated procurement authority and the appropriate mandatory procurement training will be returned.

17. ☐ APPROVED ☐ DISAPPROVED ☒ NO ACTION REQUIRED



Chief Procurement Officer

6/21/2011

Date